

**Advisory Council on Historic Preservation
Office of Federal Agency Programs**

**Position Description
Historic Preservation Specialist - Grade 12**

[September 2003]

Note: This position entails a special assignment in cultural resources management program development and implementation related to the responsibilities of the Advisory Council on Historic Preservation (ACHP) under the National Historic Preservation Act, as amended [NHPA (16 U.S.C. Section 470)]. The incumbent serves as a liaison to the United States Army Environmental Center (USAEC) under the Interagency Agreement (IAG) between ACHP and AEC. The duty station for this position is located at the offices of USAEC at Aberdeen Proving Ground, Maryland, for the duration of this assignment.

Introduction

This position is within the Office of Federal Agency Programs at ACHP. ACHP is an independent agency established under Title II of the National Historic Preservation Act of 1966, as amended (NHPA), with a major role in the protection of the Nation's historic and archeological resources.

Program Review

The following program review functions are carried out for USAEC. In carrying out these functions, the incumbent works under the supervision of the Army Program Manager, and under the technical direction of the Chief, Cultural Resources Branch, USAEC.

- Conducts all program review activities and serves as a staff specialist, developing a thorough understanding of all aspects of the Army. Evaluates historic preservation management policies and problems and the manner in which historic preservation is integrated into the agency's overall administrative system.
- Works with the Army Program Manager and Chief, Cultural Resources Branch USAEC, to formulate plans to improve the effectiveness and consistency of Army programs and policies with the NHPA. Participates in discussions with the Army, State Historic Preservation Officers (SHPO), and other interested parties to develop programmatic approaches and alternate processes to case-specific Section 106 review.
- Monitors, analyzes, and evaluates proposed legislation, regulations and guidelines for programs and activities of the Army and the Department of Defense which may impact historic preservation issues and/or ACHP policy. Formulates recommendations for

handling such proposals for conveyance by ACHP to the agency and other interested parties.

- Consistent with the Interagency Agreement between ACHP and the USAEC, conducts special studies of the Army's performance, leading to the development of ACHP or interagency policies, guidelines, or recommendations on historic preservation issues, and their eventual implementation.

Army-wide Program Review

The following program functions are carried out for the Army.

- Conducts expert professional review of Army-wide programs under NHPA. Prepares, coordinates, reviews and analyzes environmental documents, reports, technical studies including but not limited to agency wide historic contexts, , and analyzes Army corporate databases and plans. Assists in overall implementation of the Army Historic Preservation Program.
- Develops and maintains working relationships with Army and State agency representatives, local officials and their staffs, , Indian tribal representatives, and representatives of local, State, and national preservation organizations .

General

- Provides expert technical advice and assistance in the interpretation and application and requirements of Sections 106, 110, and 202 of the NHPA to Army and State officials, Indian Tribal leaders, and the general public.
- Prepares and conducts training and briefings for the Army on implementing Section 106 of the NHPA and related issues to educate and inform Army, State and local officials, Indian tribes, preservation officials and the general public.

Knowledge Required by the Position

Keen understanding of the principles of leadership and an ability to promote team work among peers while encouraging individual initiative and accomplishment.

In-depth knowledge of Sections 106, 110, and 202 of NHPA and of other Federal laws and regulations, Executive Orders, and environmental laws impacting historic preservation matters.

Working knowledge of Army programs, regulations, policies, and guidelines and Department of Defense instructions, and an understanding of the national defense mission.

Working knowledge of interagency coordination, intergovernmental relations and public participation principles and techniques to balance competing interests and personalities in complex negotiations.

Skill in analyzing the properties and issues involved in programs under review through Section 106 regulations and ability to develop programmatic solutions.

Substantial familiarity with management principles relevant to the many kinds of historic properties that may be affected by undertakings subject to Section 106 review.

Ability to skillfully commit to writing technical information acceptable to many parties.

Supervisory Controls

Under the supervision of the Army Program Manager, helps establish priorities and target goals to meet ACHP's responsibilities to the Army under the IAG. Carries out specific program and project duties under the general direction of the Chief, Cultural Resources Branch, USAEC.

Guidelines

The incumbent essentially works without formal or specified standards other than those contained in Sections 106, 110, and 202 of the NHPA, implementing regulations of ACHP, historic preservation case law, and General Counsel legal opinions, but is guided by various historic preservation standards and guidelines issued by ACHP and the National Park Service. Within this frame of reference, the incumbent strives to balance NHPA requirements with the national defense mission of the Army.

Complexity

Project and program review often involves agency wide actions involving multiple historic properties of different types, subject to a variety of direct and indirect effects by one or more Army undertakings, and wide range of concerned parties with whom the incumbent must interact. Many programs involve politically, economically, and socially sensitive issues. Programs typically include multi-million dollar projects and management of large Federal land holdings. Staff work may support the Executive Director's and/or Chairman's obligation to advise the President and Congress on historic preservation matters.

Scope and Effect

The incumbent's work may commit ACHP to particular courses of action regarding the identification, management and disposition of historic properties. Accordingly, the incumbent's work directly affects (1) the preservation or demolition of historic properties; (2) the scheduling, design, costs, and, in some cases, feasibility of specific public development plans which are often multi-million dollar projects;

Personal Contacts

Personal contacts are with agency officials at national, regional and installation levels ranging from, military officers, and civilian employees to professional staff officials of State, regional, Indian tribal, and local agencies, at national, State, and local levels, professional groups, private developers, and the public.

Purpose of Contacts

As the ACHP representative, the incumbent may be required to assist in resolving highly complex problems, involving major allocations of public funds and acute disagreements between citizens wishing to protect historic properties and development proposals that threaten such properties. The incumbent must demonstrate diplomacy, excellent judgment, and sensitivity in working with public officials who often have viewpoints conditioned by the need to solve problems quickly.

Physical Demands

Work is normally sedentary, but it does require occasional travel when long working days and physical stamina may be necessary. Infrequently, the incumbent is required to examine historic properties where rough terrain may require travel by jeep, helicopter, boat, small planes, or foot.

Work Environment

The work environment is typical of such places as offices, meeting rooms, etc.

Performs other duties as assigned.